

USE OF "UNKNOWN" ON CID2/RRD2 SCREEN

When entering persons on the CID2/RRD2 screen, a search of the CAPS system must be completed to find a person's CAPS identification number. To find a person in CAPS, use person search (PERS). If the person is known to the CAPS system, a CAPS number will be displayed and the worker should use the existing CAPS number on CID2/RRD2. If the person is not known to CAPS, the worker will need to enter the person's information to the system so a CAPS identification number can be assigned. After adding a person to CAPS, the SHIFT+F9 key can be used to bring the person back to the CID2/RRD2 screen without retyping the information.

Do not add any "unknown" persons on PERD!! The CAPS system provides several "unknowns" on PERL to fit most categories. Select the "unknown" from PERL that most closely fits the referral information.

The following is a list of CAPS ID numbers for UNKNOWNNS:

130223 = UNK CAPS, ADULT

130224 = UNK CAPS ADULT, FEMALE

130225 = UNK CAPS ADULT, MALE

130226 = UNK CAPS, CHILD

130227 = UNK CAPS CHILD, FEMALE

130229 = UNK CAPS CHILD, MALE

*****See Children's Services Policy and Procedures Manual Section 202-2 and 202-3.**

Also, **DO NOT** assign any of these unknown CAPS IDs to your caseload using the AXED screen. Centralized Intake uses these IDs for any unknown person on an intake referral. If you assign an unknown to your caseload, you will receive an alert every time a new report is entered. If you accidentally assign an unknown to yourself, notify the CAPS help desk.